



# COUNTY OF SAN LUIS OBISPO

## DEPARTMENT OF GENERAL SERVICES

COUNTY GOVERNMENT CENTER • SAN LUIS OBISPO, CALIFORNIA 93408 • (805) 781-5200

DUANE P LEIB, DIRECTOR

### **REQUEST FOR PROPOSAL PS- #948**

### **CLERK-RECORDER CONVERSION OF VITAL RECORDS**

March 22, 2007

The County of San Luis Obispo is currently soliciting proposals for professional services for Clerk-Recorder Conversion of Vital Records.

Each proposal shall specify each and every item as set forth in the attached specifications. Any and all exceptions must be clearly stated in the proposal. Failure to set forth any item in the specifications without taking exception, may be grounds for rejection. The County of San Luis Obispo reserves the right to reject all proposals and to waive any informalities.

If your firm is interested and qualified, please submit four [4] copies of your proposal by 5:00 p.m. on April 20, 2007 to:

County of San Luis Obispo  
Jack Markey, Central Services  
1087 Santa Rosa Street  
San Luis Obispo, CA 93408

If you have any questions about the proposal process, please contact me. For technical questions and information contact Diane Graton at (805) 781-5087.

JACK MARKEY  
Supervising Buyer - Central Services Division  
jmarkey@co.slo.ca.us

**TO: ALL PROSPECTIVE PROPOSERS**  
**SUBJECT: LOCAL PROPOSERS PREFERENCE**

The County of San Luis Obispo has established a local vendor preference. All informal and formal Request for Proposals for contracts will be evaluated with a 5% preference for local vendors. Note the following exceptions:

1. Those contracts which State Law or, other law or regulation precludes this local preference.
2. Public works construction projects.

A "local" vendor will be approved as such when, 1) It conducts business in an office with a physical location within the County of San Luis Obispo; 2) It holds a valid business license issued by the County or a city within the County; and 3) Business has been conducted in such a manner for not less than six (6) months prior to being able to receive the preference.

As of March 3, 1994 individual County Buyers evaluate RFP's (Request For Proposals) considering the local vendor preference described above. The burden of proof will lie with proposers relative to verification of "local" vendor preference. Should any questions arise, please contact a buyer at (805) 781-5200. All prospective proposers are encouraged to quote the lowest prices at which you can furnish the items or services listed in County proposals.

	YES	NO
Do you claim local vendor preference?		
Do you conduct business in an office with a physical location within the County of San Luis Obispo?		
Business Address: _____ _____		
Years at this Address: _____		
Does your business hold a valid business license issued by the County or a City within the County?		
Name of Local Agency which issued license: _____		

Business Name: \_\_\_\_\_

Authorized Individual: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Dated: \_\_\_\_\_

The following information is designed to provide respondents with a profile of San Luis Obispo County in terms of its vital records conversion needs. To qualify for consideration, respondents should address all aspects of these specifications. Failure to respond completely and accurately may cause the offer to be noncompliant and result in disqualification. If a proposed solution is fully compliant with the specifications, then San Luis Obispo County will compare said proposed solution with any and all other compliant proposed solutions and determine which proposal best meets the needs of the County.

1. All proposals must consist of four (4) copies and be received by mail, recognized carrier, or hand delivered no later than 5:00 p.m. on April 20, 2007.

2. All correspondence should be directed to:

San Luis Obispo County  
Department of General Services  
1087 Santa Rosa Street  
San Luis Obispo CA 93408  
ATTENTION: Jack Markey  
Telephone: (805) 781-5200

3. Costs to prepare proposals will be borne by the proposer.
4. It is preferred that all proposals be submitted on recycled paper, printed on two sides.
5. Selection of qualified proposers will be by an approved County procedure for awarding professional contracts.
6. This request does not constitute an offer of employment or to contract for services.
7. The County reserves the option to reject any or all proposals, wholly or in part, received in response to this request.
8. The County reserves the option to retain all proposals, whether selected or rejected
9. All proposals shall remain firm for sixty (60) days following the closing date for receipt of proposals.
10. The County reserves the right to award the contract to the firm who presents the proposal which, in the judgment of the County, best accomplishes the desired results and shall not be limited to a consideration of the professional service fee.
11. Selection will be made on the basis of the proposals as submitted. The Selection Committee may deem it necessary to interview applicants. The County retains the right to interview applicants as part of the selection process.
12. The proceedings of the Selection Committee are confidential. Members of the Selection Committee are not to be contacted by the proposers.

## **SECTION 1- PROJECT DESCRIPTION**

### **CONVERSION OF PAPER COPIES OF VITAL RECORDS TO IMAGES**

Vital records (births and deaths) from 1918 to 1968 are maintained only as paper copies contained in volumes. The San Luis Obispo County Clerk-Recorder wishes to have the paper copies scanned and linked to the existing index record so they can be installed in the Exigent imaging system currently in use by the County.

#### **CONDITION OF RECORDS:**

##### **BIRTH and DEATH RECORDS**

Some of the older books contain poor quality paper, many with torn edges. Some pages have tape, glue or staples on them as well as marginal notations, sometimes in red ink. Amendments are inserted in the books, some of which are much smaller page size than surrounding pages. Some amendment pages are negative background. Approximately 200 pages are on blue paper. Several volumes contain multiple years of records. In these books, the page numbers begin at 1 for every year so the index data (i.e. book 25 page 5) could pertain to one of several records. Some books have records that contain confidential information. The number of volumes with these anomalies are noted on the attached inventory.

##### **HEALTH VOLUMES**

These books contain the same issues as noted above, in addition, all of these copies are negative images. In addition, some of the books contain 2 certificates per page. The number of volumes with these anomalies are noted on the attached inventory.

#### **NUMBER OF RECORDS TO BE CONVERTED**

See attached inventory, attachment A

## **SECTION 2- DESCRIPTION OF WORK**

The conversion process for each book will involve the following:

- 1) Maintenance of an information log of the books received, notating the book letter or number, number of pages any loose pages or attachments and any other information pertinent to the identification of the volume.
- 2) Scanning process will include: Reversal of any negative images, preparation of the pages for scanning. All scanning procedures will be performed in accordance with the specifications stated in ANSI.AIIM MS-44. Each vital record will be scanned at a resolution of 300 dpi and if necessary, any confidential medical information contained in the records will be removed.
- 3) Records will be delivered on magnetic medias specified in section 1.2 of the detailed design specifications set forth by Exigent Computer Group, Inc. (Specs), attached as attachment B. San Luis Obispo County cannot accept records on IBM 3995 Platters.

- 4) Indexing process will include: Key and verify the book and page index data and last name of registrant, where required. Name the TIFF image pursuant to the Specs, attachment B.
- 5) Care and preparation: Vendor will use reasonable care and preparation in handling the County's source documents.
- 6) The work can be performed either in the vendor's place of business or the San Luis Obispo County Clerk-Recorder's Office.
- 7) Delivery: The County Clerk-Recorder will determine the method of delivery, type of transportation, tracking system and any other conditions of delivery for film and CDs to be transported. The Clerk-Recorder will be responsible for the cost of delivery of the records to and from the vendor as well as the completed conversion medium.
- 8) If the work is done at the vendor's site, the County Clerk-Recorder must have access to the records while they are being scanned. The vendor will provide a faxed or emailed copy within 1 business day of being requested.
- 9) The books will be sent to the vendor on a mutually agreed upon schedule.
- 10) Once the scanning is completed, the books will be reconstructed and returned to the Clerk-Recorder's Office.

### **SECTION 3- CONDITIONS:**

- 1) Due to the varied condition of the books, an on-site visit is suggested for the bidding company or its agent.
- 2) The proposal shall reflect the cost to complete the conversion work for each series of records, ie. Birth, Death, and Health Volumes.
- 3) If the vendor offers the County the option of where the work will be conducted, the proposal should include the costs associated with each option as well as the space needs of the vendor, if the work is to be completed in the Clerk-Recorder's office.

### **SECTION 4- PROJECT PLAN**

It is preferable that work on the project be initiated within 3 months of the contract and shall be completed in a timely manner. Please describe your ability to meet the projected start date, the proposed project plan, including testing product quality and projected timeline for completion.

## SECTION 5-MISCELLANEOUS REQUIREMENTS

- A. DELIVERY: Respondent shall state delivery terms and conditions.
- B. INSURANCE/INDEMNIFICATION
  - I. Successful vendor will be required to provide insurance coverage in the amount of \$1,000,000 Comprehensive General Liability and provide proof of Worker's Compensation Insurance.
  - II. The successful vendor shall provide a certificate of liability insurance naming the County of San Luis Obispo and its employees and officers as additionally named insured. This shall be maintained in full force and effect for the duration of the contract and must be in an amount and format satisfactory to the County.
  - III. Contractor shall defend, indemnify and hold harmless the County, its officers and employees from all claims, demands, damages, costs, expenses, judgments, attorney fees, liabilities or other losses that may be asserted by any person or entity, including Contractor, and that arise out of or are made in connection with the acts or omissions, relating to the performance of any duty, obligation, or work hereunder. The obligation to indemnify shall be effective and shall extend to all such claims and losses, in their entirety, even when such claims or losses arise from the comparative negligence of the County, its officers and employees. However, this indemnity will not extend to any claims or losses arising out of the sole negligence or willful misconduct of the County, its officers and employees.

The preceding paragraph applies to any theory of recovery relating to said act or omission by the Contractor, or its agents, employees, or other independent contractors directly responsible to Contractor, including, but not limited to the following:

- 1. Violation of statute, ordinance, or regulation.
- 2. Professional malpractice.
- 3. Willful, intentional or other wrongful acts, or failures to act.
- 4. Negligence or recklessness.
- 5. Furnishing of defective or dangerous products.
- 6. Premises liability.
- 7. Strict Liability.
- 8. Inverse condemnation.
- 9. Violation of civil rights.

10. Violation of any federal or state statute, regulation, or ruling resulting in a determination by the Internal Revenue Service, California Franchise Tax Board or any other California public entity responsible for collecting payroll taxes, when the Contractor is not an independent contractor.

It is the intent of the parties to provide the County the fullest indemnification, defense, and "hold harmless" rights allowed under the law. If any word(s) contained herein are deemed by a court to be in contravention of applicable law, said word(s) shall be severed from this contract and the remaining language shall be given full force and effect.

- C. SUBCONTRACTORS: Respondent shall state all sub-contractors who may be included in the sale and installation of the system. If a dealer is involved, a copy of the terms and length of the dealer contract shall be included. The RFP will include all costs associated with any sub-contractors and/or dealers. Sub-contractors and dealers will be paid directly by the respondent.
- D. RESPONDING VENDOR PROFILES
  - I. Respondent shall detail their experience in the conversion of paper records to digitized format.
  - II. Respondent will include in their response a customer reference list which identifies users equal to, or greater in size than San Luis Obispo County who have used the vendor's conversion services.
  - III. Respondent will include annual reports for the past two (2) years with their response.
- E. SELECTION CRITERIA  
San Luis Obispo County's evaluation of a respondent's qualifications will include, but not be limited to, the following:
  - a. Past performance of the vendor
  - b. Ability to meet requirements
  - c. Ability to meet delivery dates
  - d. Responsiveness to terms and conditions
  - e. Financial analysis
  - f. Long term commitment
  - g. Marketplace staying power

## ATTACHMENT A

### INVENTORY OF HEALTH VOLUMES TO BE CONVERTED TO IMAGES

Type	#	Size	# Pgs	Image	Notes
B	1	14 x 9	220	Reverse	Very faint
B	2	14 x 9	291	Reverse	2 certs per page
B	3	11 x 9	269	Reverse	1 cert per page
B	4	14 x 9	168	Reverse	Mix of 1-2 certs
B	5	11 x 9	203	Reverse	A few reg image
B	6	11 x 9	75	Reverse	1 cert per page
D	1	14 x 9	36	Reverse	Line records, double sided pages
D	2	14 x 9	290	Reverse	2 certs per page
D	3	12 x 9	472	Reverse	1 cert per pg, faint
D	4	14 x 9	409	Reverse	2 certs per page
D	5	11 x 9	361	Reverse	1 cert per page
D	6	11 x 9	212	Reverse	1 cert per page
D	7	14 x 9	379	Reverse	1 cert per page

Comments:

Older books contain poor quality paper, many with torn edges.  
Approximately 200 pages are on blue paper.  
Some pages have tape, glue or staples on them.  
Some pages have marginal notations, usually in red ink.  
Amendments are inserted in books, some are much smaller page size than surrounding pages. Some amendment pages are negative background.  
Some of the books contain index pages. (These will not be converted.)



## INVENTORY OF BIRTH VOLUMES TO BE CONVERTED TO IMAGES

TOTAL NUMBER OF BIRTH BOOKS	89
- Number of Books @ 7 X 7 inches	32
- Number of Books @ 7 X 8 inches	40
- Number of Books @ 8 X 8 inches	17
- Number of Books W/Negative Background	25
- Number of Books W/Confidential Information	20
APPROXIMATE NUMBER OF PAGES	48,380

Comments:

Older books contain poor quality paper, many with torn edges.  
 Approximately 200 pages are on blue paper.  
 Some pages have tape, glue or staples on them.  
 Some pages have marginal notations, usually in red ink.  
 Amendments are inserted in books, some of much smaller page size than surrounding pages. Some amendment pages are negative background.  
 Some of the books contain index pages. (These will not be converted.)

## INVENTORY OF DEATH VOLUMES TO BE CONVERTED TO IMAGES

TOTAL NUMBER OF DEATH BOOKS	48
- Number of Books @ 7 ½ X 7 inches	28
- Number of Books @ 8 X 8 inches	14
- Number of Books @ 8 ½ X 8 inches	6
- Number of Books W/Negative Background	12
APPROXIMATE NUMBER OF PAGES	25,983

Comments:

Older books contain poor quality paper, many with torn edges.  
 Approximately 200 pages are on blue paper.  
 Some pages have tape, glue or staples on them.  
 Some pages have marginal notations, usually in red ink.  
 Amendments are inserted in books, some of much smaller page size than surrounding pages. Some amendment pages are negative background.  
 Some of the books contain index pages. (These will not be converted.)

**ATTACHMENT B**  
**IBM CONTENT MANAGER**  
**BACKFILE CONVERSION UTILITY**

**CONVERSION**  
**SPECIFICATIONS**

**Presented by:**

**ACS - Exigent Solutions**  
**4000 Executive Parkway**  
**Suite 275**  
**San Ramon, California 94583**  
**925.866.1692 / Fax 925.866.1708**

**1.      ASSUMPTIONS AND REQUIREMENTS REGARDING CONVERSION**

- 1.1.    SAMPLE OPTICAL VOLUME, PATH AND FILE NAMES
- 1.2.    IMAGES DELIVERED ON MAGNETIC MEDIA
- 1.3.    SAMPLE DIRECTORY STRUCTURE
- 1.4.    IBM 3995 VOLUME NAMING CONVENTION
- 1.5.    IMAGE FILE NAMING CONVENTION
- 1.6.    DIRECTORY STRUCTURE ON IBM 3995 VOLUMES
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- 2.1.    DETAILED RECORD LAYOUT FOR DOCUMENT INDEX RECORDS
- 2.2.    DEATH RECORD
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- 2.6.    VOTER REGISTRATION RECORD
- 2.7.    OFFICIAL RECORDS RECORD

## 1. ASSUMPTIONS AND REQUIREMENTS REGARDING CONVERSION

The following paragraphs outline the assumptions and requirements regarding the coordination of information and data between the conversion vendor, the customer and Exigent's import utility that will be utilized to load the converted documents into the IBM Content Manager environment.

### 1.1. SAMPLE OPTICAL VOLUME, PATH AND FILE NAMES

The tables shown below provide an overview of the file structures and naming conventions to be used in the assignment of Optical Volumes, Paths and Image File Names. If converted images are to be delivered on magnetic disk, the Volume ID should be ignored.

<u>VOLUME ID</u> B=Birth CN=Conversion 001-999 = Seq#	<u>FOLDER</u> BCN001 = Volume ID 01-99 = Seq#	<u>SUBDIRECTORY</u> SUBDIREC.=Constant 001-999=Seq#	<u>FILE NAME</u> B = Birth CN = Conversion 00000001 = Seq#
BCN001	BCN00101	SUBDIREC.001	BCN00000.000
BCN001	BCN00101	SUBDIREC.001	BCN00000.001
etc.			
BCN001	BCN00101	SUBDIREC.001	BCN00009.999

When 10,000<sup>th</sup> file written to this subdirectory, roll to next subdirectory

<u>VOLUME ID</u>	<u>FOLDER</u>	<u>SUBDIRECTORY</u>	<u>FILE NAME</u>
BCN001	BCN00101	SUBDIREC.002	BCN00010.000
BCN001	BCN00101	SUBDIREC.002	BCN00010.001
etc.			
BCN001	BCN00101	SUBDIREC.020	BCN00019.999

One additional file providing the index information for each image file contained on a volume must also be written to the volume. The exact structure of the index file is shown in a later section of this document. The file and path naming conventions are shown below:

<u>VOLUME ID</u> BCN001 = Volume ID	<u>FOLDER</u> BCN001 = Volume ID IX = Constant	<u>SUBDIRECTORY</u> SUBDIREC.=Constant IDX = Constant	<u>FILE NAME</u> BCN001 = Volume IDX = Constant
BCN001	BCN001IX	SUBDIREC.IDX	BCN001.IDX

When a new volume is started, the next document ID (file name) must continue from where it left off on the previous volume. Document ID's DO NOT reset per volume; they must be unique throughout the entire system.

<u>VOLUME ID</u>	<u>FOLDER</u>	<u>SUBDIRECTORY</u>	<u>FILE NAME</u>
BCN002	BCN00201	SUBDIREC.001	BCN00021.000

## 1.2. IMAGES DELIVERED ON MAGNETIC MEDIA

If converted images are to be delivered on magnetic media (CD-R, DVD, Removable Disk Drives, etc.) the directory structure and naming convention described below must be followed:

A "Volume ID" will be given to each physical media delivered for import (each CD, DVD or removable disk drive will be given a unique name). Each media must contain its own index data file that identifies all of the image files contained on that media.

For example if 20 DVD's are delivered for importing, each DVD will have a unique "logical" name assigned to it (BCN001, BCN002, etc.). The "Volume ID" can be optionally included as the parent directory on the media. As the directories are manually copied to the server, the "Volume ID" on the media will be ignored; the directory structure containing the image files will be copied to the appropriate "Folder" within the IBM imaging environment. For example, the directories on the BCN001 "Volume" will be copied to the BCN001FL directory on the server.

The tables shown below provide an overview of the file structures and naming conventions to be used in the assignment of Paths and Image File Names.

<u>VOLUME ID</u> B=Birth CN=Conversion 001-999 = Seq#	<u>FOLDER</u> BCN001FL = Volume ID suffixed with a constant of "FL"	<u>SUBDIRECTORY</u> SUBDIREC.=Constant 001-999=Seq#	<u>FILE NAME</u> B = Birth CN = Conversion 00000001 = Seq#
BCN001	BCN001FL	SUBDIREC.001	BCN000000.000
BCN001	BCN001FL	SUBDIREC.001	BCN000000.001
etc.			
BCN001	BCN001FL	SUBDIREC.001	BCN000009.999

When 10,000<sup>th</sup> file written to this subdirectory, roll to next subdirectory

<u>VOLUME ID</u>	<u>FOLDER</u>	<u>SUBDIRECTORY</u>	<u>FILE NAME</u>
BCN001	BCN001FL	SUBDIREC.002	BCN00010.000
BCN001	BCN001FL	SUBDIREC.002	BCN00010.001
etc.			
BCN001	BCN001FL	SUBDIREC.002	BCN00019.999

One additional file providing the index information for each image file contained on a volume must also be written to the volume. The exact structure of the index file is shown in a later section of this document. The file and path naming conventions are shown below:

<u>VOLUME ID</u> BCN001 = Volume ID	<u>FOLDER</u> BCN001 = Volume ID Suffixed with a constant of "IX"	<u>SUBDIRECTORY</u> SUBDIREC.= Constant IDX = Constant	<u>FILE NAME</u> BCN001 = Volume IDX = Constant
BCN001	BCN001IX	SUBDIREC.IDX	BCN001.IDX

When a new volume is started, the next document ID (file name) must continue from where it left off on the previous volume. Document ID's DO NOT reset per volume; they must be unique throughout the entire system.

VOLUME ID	FOLDER	SUBDIRECTORY	FILE NAME
BCN002	BCN00201	SUBDIREC.001	BCN00021.000

### 1.3. SAMPLE DIRECTORY STRUCTURE

A directory of the volume will appear to look similar to this:

BCN001\	Volume ID
BCN00101\	First folder on this volume (subdirectories 01-20)
SUBDIREC.001\	First subdirectory in first folder
BCN00000.000	1,000 documents per subdirectory
BCN00000.002	
BCN00000.003	
Etc.	
BCN00000.999	
SUBDIREC.002\	Second subdirectory in first folder
BCN00001.000	1,000 documents per subdirectory
BCN00001.001	
BCN00001.002	
Etc.	
BCN00001.999	
Etc.	
SUBDIREC.020\	
BCN00020.000	20 <sup>th</sup> subdirectory in first folder (roll to next folder)
BCN00020.002	10,000 documents per subdirectory
BCN00020.003	
Etc.	
BCN00020.999	
BCN00102\	Second folder on this volume (subdirectories 21-40)
Etc.	<b>(Continues until optical volume is 90% of capacity)</b>
BCN001IX\	One folder containing index file
SUBDIREC.IDX\	Subdirectory containing index file
BCN001.IDX	Index file for use by Import Utility (only 1 per volume)

*Next Volume:*

BCN002\	Volume ID (2 <sup>nd</sup> )
BCN00201\	First folder on this volume (subdirectories 01-20)
SUBDIREC.001\	First subdirectory in first folder
BCN00021.000	<b>Doc ID continues from previous volume</b>
BCN00021.001	
Etc.	
BCN002IX\	One folder containing index file
SUBDIREC.IDX\	Subdirectory containing index file
BCN002.IDX	Index file for use by Import Utility (only 1 per volume)

#### 1.4. IBM 3995 VOLUME NAMING CONVENTION

If converted documents are to be received on IBM 3995 optical platters, each platter will contain two volumes (one volume per side). Each volume must be physically identified with the following information:

Volume ID	6 characters maximum
Number of documents	6 digits maximum

The volume ID MUST BE UNIQUE throughout the entire conversion project and the existing or planned Content Manager environment. Therefore, each platter (2 volumes) supplied by the conversion vendor will be named using the following naming convention:

Volume ID = ABB999

Where A =	Prefix of 'B', 'D', 'M', 'O' to identify as a Birth, Death, Marriage or Official volume
Where XX =	Constant of 'CN' to designate this volume as coming from a conversion vendor
999	Volume number (001-999) sequentially assigned by type of volume

Sample volume ID's = BCN001, BCN002, DCN001, DCN002, MCN001, MCN002, etc.



## 1.5. IMAGE FILE NAMING CONVENTION

The IBM Content Manager environment assigns a unique document ID to each object archived in its repository. IBM's standard naming convention for objects is:

Document ID = AYYJJJBB.BBB

Where A =	One character prefix to represent the century (A=19, B=20...)
YY =	Year
JJJ =	Julian Day (001-366)
BB.BBB =	Unique identifier generated by cycling through A-Z and 0-9 characters (AA.AAA, AA.AAB, AA.AAC...)

For purposes of a backfile conversion, a unique Document ID (Image File Name) must not duplicate an ID that has been or will be generated by the IBM CM environment or a previous conversion. Therefore, the following naming convention will be used:

Document ID = AYYJJJBB.BBB

Where A =	Prefix of 'B', 'D', 'M', 'O' to identify as a Birth, Death, Marriage or Official document
Where YY =	Prefix of 'CN' to uniquely identify documents as coming from a conversion vendor
JJJBB.BBB =	Note: For purposes of conversion, the julian date component is not important. A sequentially assigned eight digit number will be used.  Combine the Julian day and unique identifier to create an eight digit number that is sequentially assigned (00000001 – 99999999). This number must be continued from one volume to the next; it cannot be reset on each volume.

Sample document names = BCN00000.001, BCN00000.002 ... BCN99999.999

**IMPORTANT:** Document ID's (file names) **MUST BE UNIQUE** across the entire system (therefore, across all volumes). Existing documents as well as all conversion documents must all be assigned unique file names.

## 1.6. DIRECTORY STRUCTURE ON IBM 3995 VOLUMES

The documents must be stored in a two level directory structure on the optical volumes as outlined below:

Document Path = XXXXXX99/SUBDIREC.999/BCN00000.001

Where XXXXXX =	Volume ID. Use same name as volume ID for the first level folder. Folder prefix. (BCN001, DCN001 ...)
99	Sequentially assigned folder number (01 – 99). Store up to 20 subdirectories in a folder and then roll to the next folder.
SUBDIREC.999	Subdirectory name containing constant of 'SUBDIREC.' and then 3 digit sequence number (001 – 999). Store up to 1,000 documents in a subdirectory and then roll to the next subdirectory.

## 1.7. ADDITIONAL INFORMATION

The document objects will be recorded as multi-page TIFF images in a resolution to be determined by the Customer (200 or 300 dpi). Image formats must be compatible with the IBM Content Manager viewers in use by the County and by standard TIFF viewers.

**If any County requests that the images be delivered in IBM's MO;DCA format (not recommended), all images must be written with an 8 bit boundary.**

1. It is assumed that there will be a one to one relationship between index records and the documents on each volume.
2. Volumes will be filled to no more than 90% of capacity or 999,999 documents, whichever occurs first.
3. Internal IBM image and optical platter formats are the responsibility of IBM and the conversion vendor to understand and handle properly. ACS - Exigent is not responsible for providing detailed information regarding the IBM 3995 platter recording formats or associated information.

### 1.8. INDEX INFORMATION ON VOLUME

<u>VOLUME ID</u>	<u>FOLDER</u>	<u>SUBDIRECTORY</u>	<u>FILE NAME</u>
BCN001 = Volume ID	BCN001 = Volume ID IX = Constant	SUBDIREC.=Constant IDX = Constant	BCN001 = Volume IDX = Constant
BCN001	BCN001IX	SUBDIREC.IDX	BCN001.IDX

The file containing the indices for a volume must have a specific file name and must be located in a predefined directory/subdirectory on the volume as described below:

1. Each side of a platter must have a unique volume ID and must have its own index file.
2. The Index file on each volume must be stored using the following path:

**XXX999IX/SUBDIREC.IDX/XXX999.IDX**

Folder = **XXX999IX**

Where:      **XXX999**      = Volume ID  
             **IX**                = Reference to 'Index' (Constant)

Subdirectory = **SUBDIREC.IDX** (Constant)

Document = **XXX999.IDX**

Where:      **XXX999**      = Volume ID  
             **.IDX**                = Suffix reference to Index (Constant)

## 2. FILE SPECIFICATIONS

The following pages provide the file specifications that are used by the Import Utility software to perform its required tasks.

### 2.1. DETAILED RECORD LAYOUT FOR DOCUMENT INDEX RECORDS

File name XXX999.IDX  
Server File name DIPIDX01  
Record description Document Index Record  
Fixed record length 512 bytes

### 2.2. DEATH RECORD

FIELD	BEG POS	END POS	FLD LNG	DATA TYPE	DESCRIPTION	SAMPLE DATA
IBATNO	1	5	5	N	Batch number (Volume/Tape#)	00101
ISEQNO	6	11	6	N	Sequential # (Unique by batch)	000001-999999
IDOCTY	12	19	8	A	Document type	D
IIMGID	20	31	12	A	CM Document ID/FileName	DCN00000.001
IOPFLR	32	39	8	A	Optical folder name	DCN00101
IOPSUB	40	51	12	A	Optical subdirectory name	SUBDIREC.001
IOPDRV	52	52	1	A	Override Optical Drive	Blanks
IDDATE	53	60	8	N	Document date	19950131
IDCPGS	61	64	4	N	Document pages	0001
IBYTDC	65	69	5	N	Number of K-bytes in document	00321 (32.1K)
IFICAB	70	77	8	A	Override Filing Cabinet ID	Blanks
ICERT	78	89	12	N	Certificate	001995000123
IBOOK	90	93	4	A	Book	123
IFPAGE	94	98	5	N	From Page	00123
ITPAGE	99	103	5	N	Through Page	00123
ISUFIX	104	104	1	A	Page/Certificate Suffix	A
IDTAMN	105	112	8	N	Date Amended	19981231
ILNAM	113	142	30	A	Last Name	SMITH
IFNAM	143	172	30	A	First Name	JOHN A
FILLER	173	322	150	A	Fill with blanks	Blanks
ISEX	323	323	1	A	Sex	M
IDTBIR	324	331	8	N	Date of Birth	19280131
IDTDTH	332	339	8	N	Date of Death	19980131
FILLER	340	512	173	A	Fill with blanks	Blanks

Notes:

1. All data must in standard ASCII or IBM compatible EBCDIC format.
2. The index information within the file will be in the exact format defined in this record layout.
3. Data in the index file will be contained in fixed length records of 512 bytes, each record being contiguous within the file.
4. Numeric fields must be zero filled and alphanumeric fields must be left justified and blank filled.
5. All dates are in CCYYMMDD format.

### 2.3. BIRTH RECORD

FIELD	BEG POS	END POS	FLD LNG	DATA TYPE	DESCRIPTION	SAMPLE DATA
IBATNO	1	5	5	N	Batch number (Volume/Tape#)	00101
ISEQNO	6	11	6	N	Sequential # (Unique by batch)	000001-999999
IDOCTY	12	19	8	A	Document type	B
IIMGID	20	31	12	A	CM Document ID/FileName	BCN00000.001
IOPFLR	32	39	8	A	Optical folder name	BCN00101
IOPSUB	40	51	12	A	Optical subdirectory name	SUBDIREC.001
IOPDRV	52	52	1	A	Override Optical Drive	<i>Blanks</i>
IDDATE	53	60	8	N	Document date	19950131
IDCPGS	61	64	4	N	Document pages	0001
IBYTDC	65	69	5	N	Number of K-bytes in document	00321 (32.1K)
IFICAB	70	77	8	A	Override Filing Cabinet ID	<i>Blanks</i>
ICERT	78	89	12	N	Certificate	001995000123
IBOOK	90	93	4	A	Book	123
IFPAGE	94	98	5	N	From Page	00123
ITPAGE	99	103	5	N	Through Page	00123
ISUFIX	104	104	1	A	Page/Certificate Suffix	A
IDTAMN	105	112	8	N	Date Amended	19981231
IILNAM	113	142	30	A	Infant Last Name	SMITH
I2NAM	143	172	30	A	Infant 2nd Last	
IIFNAM	173	202	30	A	Infant First Name	JOHN ALBERT
IMLNAM	203	232	30	A	Mother Last Name	SMITH
IMFNAM	233	262	30	A	Mother First Name	SUSAN B
IFLNAM	263	292	30	A	Father Last Name	SMITH
IFFNAM	293	322	30	A	Father First Name	ROBERT A
ISEX	323	323	1	A	Sex	M
IDTBIR	324	331	8	N	Date of Birth	19280131
IDTDTH	332	339	8	N	Date of Death	19980131
IDECFL	340	340	1	A	Deceased Flag	Y
IDELAY	341	341	1	A	Delayed Birth Flag	Y=Delayed
FILLER	342	512	172	A	Fill with blanks	<i>Blanks</i>

Notes:

1. All data must in standard ASCII or IBM compatible EBCDIC format.
2. The index information within the file will be in the exact format defined in this record layout.
3. Data in the index file will be contained in fixed length records of 512 bytes, each record being contiguous within the file.
4. Numeric fields must be zero filled and alphanumeric fields must be left justified and blank filled.
5. All dates are in CCYYMMDD format.

## 2.4. MARRIAGE RECORD

FIELD	BEG POS	END POS	FLD LNG	DATA TYPE	DESCRIPTION	SAMPLE DATA
IBATNO	1	5	5	N	Batch number (Volume/Tape#)	00101
ISEQNO	6	11	6	N	Sequential # (Unique by batch)	000001-999999
IDOCTY	12	19	8	A	Document type	M
IIMGID	20	31	12	A	CM Document ID/FileName	MCN000000.001
IOPFLR	32	39	8	A	Optical folder name	MCN00101
IOPSUB	40	51	12	A	Optical subdirectory name	SUBDIREC.001
IOPDRV	52	52	1	A	Override Optical Drive	Blanks
IDDATE	53	60	8	N	Document date	19950131
IDCPGS	61	64	4	N	Document pages	0001
IBYTDC	65	69	5	N	Number of K-bytes in document	00321 (32.1K)
IFICAB	70	77	8	A	Override Filing Cabinet ID	Blanks
ICERT	78	89	12	N	Certificate	001995000123
IBOOK	90	93	4	A	Book	123
IFPAGE	94	98	5	N	From Page	00123
ITPAGE	99	103	5	N	Through Page	00123
ISUFIX	104	104	1	A	Page/Certificate Suffix	A
IDTAMN	105	112	8	N	Date Amended	19981231
IGLNAM	113	142	30	A	Groom Last Name	SMITH
IGFNAM	143	172	30	A	Groom First Name	JOHN A
IBLNAM	173	202	30	A	Bride Last Name	JOHNSON
IBFNAM	203	232	30	A	Bride First Name	SUSAN B
IBMNAM	233	262	30	A	Bride Maiden Name	
FILLER	263	323	61	A	Fill with blanks	Blanks
IDTMAR	324	331	8	N	Date of Marriage	19980131
FILLER	332	339	8	N	Fill with zeros	00000000
FILLER	340	512	173	A	Fill with blanks	Blanks

### Notes:

1. All data must in standard ASCII or IBM compatible EBCDIC format.
2. The index information within the file will be in the exact format defined in this record layout.
3. Data in the index file will be contained in fixed length records of 512 bytes, each record being contiguous within the file.
4. Numeric fields must be zero filled and alphanumeric fields must be left justified and blank filled.
5. All dates are in CCYYMMDD format.

## 2.5. CONFIDENTIAL MARRIAGE RECORD

FIELD	BEG POS	END POS	FLD LNG	DATA TYPE	DESCRIPTION	SAMPLE DATA
IBATNO	1	5	5	N	Batch number (Volume/Tape#)	00101
ISEQNO	6	11	6	N	Sequential # (Unique by batch)	000001-999999
IDOCTY	12	19	8	A	Document type	C
IIMGID	20	31	12	A	CM Document ID/FileName	CCN00000.001
IOPFLR	32	39	8	A	Optical folder name	CCN00101
IOPSUB	40	51	12	A	Optical subdirectory name	SUBDIREC.001
IOPDRV	52	52	1	A	Override Optical Drive	Blanks
IDDATE	53	60	8	N	Document date	19950131
IDCPGS	61	64	4	N	Document pages	0001
IBYTDC	65	69	5	N	Number of K-bytes in document	00321 (32.1K)
IFICAB	70	77	8	A	Override Filing Cabinet ID	Blanks
ICERT	78	89	12	N	Certificate	001995000123
IBOOK	90	93	4	A	Book	123
IFPAGE	94	98	5	N	From Page	00123
ITPAGE	99	103	5	N	Through Page	00123
ISUFIX	104	104	1	A	Page/Certificate Suffix	A
IDTAMN	105	112	8	N	Date Amended	19981231
IGLNAM	113	142	30	A	Groom Last Name	SMITH
IGFNAM	143	172	30	A	Groom First Name	JOHN A
IBLNAM	173	202	30	A	Bride Last Name	JOHNSON
IBFNAM	203	232	30	A	Bride First Name	SUSAN B
IBMNAM	233	262	30	A	Bride Maiden Name	
FILLER	263	323	61	A	Fill with blanks	Blanks
IDTMAR	324	331	8	N	Date of Marriage	19980131
FILLER	332	339	8	N	Fill with zeros	00000000
FILLER	340	512	173	A	Fill with blanks	Blanks

### Notes:

1. All data must in standard ASCII or IBM compatible EBCDIC format.
2. The index information within the file will be in the exact format defined in this record layout.
3. Data in the index file will be contained in fixed length records of 512 bytes, each record being contiguous within the file.
4. Numeric fields must be zero filled and alphanumeric fields must be left justified and blank filled.
5. All dates are in CCYYMMDD format.

## 2.6. VOTER REGISTRATION RECORD

FIELD	BEG POS	END POS	FLD LNG	DATA TYPE	DESCRIPTION	SAMPLE DATA
IBATNO	1	5	5	N	Batch number (Volume/Tape#)	00101
ISEQNO	6	11	6	N	Sequential # (Unique by batch)	000001-999999
IDOCTY	12	19	8	A	Document type	V
IIMGID	20	31	12	A	CM Document ID/FileName	VCN00000.001
IOPFLR	32	39	8	A	Optical folder name	VCN00101
IOPSUB	40	51	12	A	Optical subdirectory name	SUBDIREC.001
IOPDRV	52	52	1	A	Override Optical Drive	Blanks
IDDATE	53	60	8	N	Document date	19950131
IDCPGS	61	64	4	N	Document pages	0001
IBYTDC	65	69	5	N	Number of K-bytes in document	00321 (32.1K)
IFICAB	70	77	8	A	Override Filing Cabinet ID	Blanks
ICERT	78	89	12	N	Certificate	001995000123
FILLER	90	112	23	A	Fill with blanks	Blanks
IRLNAM	113	142	30	A	Registrant Last Name	SMITH
IRFNAM	143	172	30	A	Registrant First Name	JOHN A
IACTIV	173	173	1	A	Active/Inactive Flag	A, I
FILLER	174	512	339	A	Fill with blanks	Blanks

### Notes:

1. All data must in standard ASCII or IBM compatible EBCDIC format.
2. The index information within the file will be in the exact format defined in this record layout.
3. Data in the index file will be contained in fixed length records of 512 bytes, each record being contiguous within the file.
4. Numeric fields must be zero filled and alphanumeric fields must be left justified and blank filled.
5. All dates are in CCYYMMDD format.



## 2.7. OFFICIAL RECORDS RECORD

FIELD	BEG POS	END POS	FLD LNG	DATA TYPE	DESCRIPTION	SAMPLE DATA
IBATNO	1	5	5	N	Batch number (Volume/Tape#)	00101
ISEQNO	6	11	6	N	Sequential # (Unique by batch)	000001-999999
IDOCTY	12	19	8	A	Document type	O
IIMGID	20	31	12	A	CM Document ID/FileName	OCN00000.001
IOPFLR	32	39	8	A	Optical folder name	OCN00101
IOPSUB	40	51	12	A	Optical subdirectory name	SUBDIREC.001
IOPDRV	52	52	1	A	Override Optical Drive	Blanks
IDDATE	53	60	8	N	Document date	19950131
IDCPGS	61	64	4	N	Document pages	0001
IBYTDC	65	69	5	N	Number of K-bytes in document	00321 (32.1 K)
IFICAB	70	77	8	A	Override Filing Cabinet ID	Blanks
ICERT	78	89	12	N	Certificate	001995000123
ICTSFX	90	90	1	A	Certificate Suffix	1
FILLER	91	512	422	A	Fill with blanks	Blanks

### Notes:

1. All data must in standard ASCII or IBM compatible EBCDIC format.
2. The index information within the file will be in the exact format defined in this record layout.
3. Data in the index file will be contained in fixed length records of 512 bytes, each record being contiguous within the file.
4. Numeric fields must be zero filled and alphanumeric fields must be left justified and blank filled.
5. All dates are in CCYYMMDD format.